

LOGISTICS SERVICES DIVISION  
WEEKLY REPORT  
PERIOD ENDING 26 OCTOBER 1983

I. Progress Report on Tasks Assigned by the DCI/DDCI:

No items this reporting period.

II. Items/Events of Major Interest:

a. Drawings: Preliminary design layouts were submitted to the Administrative Office, DCI, for their new office space in Room 7D19, Headquarters Building. [REDACTED]

Design drawings for Rooms 4G29-43, Headquarters Building, were issued to the Office of East Asian Analysis, DDI, for approval.

Revisions were made to drawings for the relocation of three SAFE terminal workstations and the installation of five additional workstations for the Office of Central Reference (OCR), DDI. The drawings were submitted to the Space Maintenance and Facilities Branch (SM&FB), LSD/OL.

The preliminary design for the renovation of the Courier Lounge, Room GB1911, Headquarters Building, is 90 percent complete. The Architectural Design Staff (ADS), LSD/OL, is awaiting design approval.

Construction drawings are 95 percent complete for the VTR conversion of Room GA09 and modifications to Room GA13, Headquarters Building, for installation of a video display setup.

b. Meetings Attended by ADS: An ADS representative met with Intelligence Community Staff personnel to survey their registry [REDACTED] and to determine changes necessary to improve the office layout and restrict access to the registry area. Also discussed were possible changes to the guard station of the Federal Protective Service.

Representatives of ADS and OCR met to conduct a survey of Rooms 1E4810/16/22, Headquarters Building. The design proposal for this work is currently being reviewed by OCR.

Representatives of ADS and the Office of Communications met to discuss the feasibility of relocating the watch office. It was determined that the intersection of the B and C corridors would be the best location for a view window from the corridor. A scope of work has been prepared for the A&E firm Kidde.

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d. Doors for the Handicapped: Tri State Doors, Inc., will begin installing doors for the handicapped at the Northeast entrance of the Headquarters Building on Monday, 31 October 1983. The work will be done between 0915 and 1600 hours and is expected to be completed within 5 to 6 working days.

e. Survey of Sidewalk and Parking Area, Headquarters Garage: SM&FB met with the Assistant Building Manager, McLean Field Office, GSA, and surveyed the sidewalk and parking area in front of the Headquarters Garage. This area is in need of repair and resurfacing due to repairs to broken water and steam lines, which resulted in subsequent patching and settling. The Assistant Buildings Manager stated that due to the settling problem, he would call in a GSA engineer to address the problem. He was requested to follow up quickly so that corrective measures could be taken before the onset of cold weather.

f. Caulking of Windows and Expansion Joints: A preconstruction meeting regarding caulking the windows and expansion joints of the Headquarters Building was held on 21 October 1983. Representatives from the contractor (Arlandria), GSA, the Office of Security, and SM&FB were present. The contractor hopes to start positioning equipment on 26 October 1983, and the work is scheduled for completion in 180 days. Approximately 6 weeks of work may be finished before the end of the calendar year, and the balance will be done in March/April of 1984.

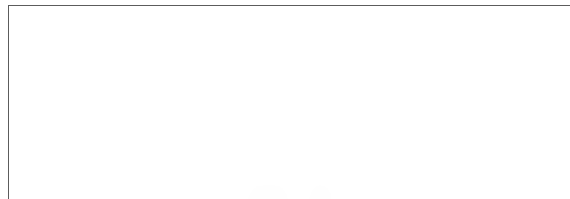
SM&FB responsibilities will be, primarily, providing escorts, parking equipment vehicles, and notifying offices regarding work schedules. All work is to be performed on the exterior of the building. The approximate dollar value of the contract is

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### III. Significant Events Anticipated During the Coming Week:

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None this reporting period.



Chief  
Logistics Services Division